

# GRIEVANCE STEPS

## OFFICE OF INSPECTOR GENERAL

EFFECTIVE 2/16/06

STEPS	YOUR TIME LIMIT	MANAGEMENTS TIME LIMIT	FILE WITH
★ 1	15 WORKDAYS	15 WORKDAYS	Grievant's Supervisor or Office Head
2	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Labor Relations Coordinator or Executive Director
★ 3	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Robert Berkoben, Director, OHR Executive Offices Office of Human Resources 221 Finance Building Harrisburg, PA 17120 Phone: 717-783-5446
4	15 WORKDAYS	15 WORKDAYS	<b>In writing to:</b> Donald O. Adams, Director Bureau of Labor Relations Rm. 404 Finance Building Harrisburg, PA 17120 Phone: 717-787-5514 (network 8-447-5514)  <b>ARTICLE 27 CLASSIFICATION GRIEVANCE:</b> <b>In writing to:</b> Mr. Ronald L. Abers, Chief Bureau of Personnel Classification Grievance Unit 515 Finance Building Harrisburg, PA 17120 Phone: 717-705-5586 (network 8-445-5586)
5	AS SOON AS STEP 4 RESPONSE IS RECEIVED		<b>With copies of all documentation to:</b> a. Your Business Agent  <b>Intent to Arbitrate</b> – Send to Donald O. Adams, (Non-classification) or Ronald L. Abers (Classification) from the Business Agent within 20 working days.

★**NOTE:** Grievances concerning agency-wide decisions, health & safety (only if issue has been discussed at a local Meet and Discuss) and grievances concerning discharge, demotion, suspension, furlough, and promotion should be filed directly to Step 3 within 15 days.